

## **CITY OF BURBANK**

### **LANDSCAPE SERVICES MANAGER**

#### **DEFINITION**

Under general direction, to manage, plan, assign, and supervise the work of several large crews engaged in groundskeeping and landscape construction and maintenance activities; assist with the planning and development of the department's capital improvement program; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Manages, directs, supervises, trains, and evaluates employees engaged in groundskeeping or landscape construction and maintenance activities; makes effective recommendations regarding hiring, transfers, and promotions; supervises and inspects the maintenance and upkeep of outdoor recreational facilities including ball diamonds, tennis and basketball courts, playground equipment and the installation and repair of automated irrigation systems; schedules and supervises the maintenance programs for lawns, ornamental plants, ground covers, and flowers; schedules the programs for applying fertilizers, herbicides, and insecticides; manages the maintenance of the landscaped areas around parks and various other municipal properties, including traffic islands and center strips; makes recommendations for and oversees the section's budget; supervises soil erosion control work; requisitions equipment, materials, and supplies; oversees the training and operation of the landscape sections centralized computer system; represents the department at Development Review meetings to ensure code compliance on all City projects; assists with the oversight of the design, development, and construction phase of the department's capital improvement projects; serves as the liaison to the City's landscape maintenance contractor to effectively assure contract compliance; oversees and maintains time records and schedules shifts of employees; effectively recommends disciplinary action as needed up to and including termination; conducts safety meetings and enforces safety regulations; makes recommendations regarding the installation of irrigation systems; keeps cost records; prepares reports; may operate special and heavy equipment, including bulldozers, as required; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - landscape maintenance; methods, materials, and equipment used in landscape maintenance and construction; ornamental plant materials and their propagation, planting, and care; fertilizers, insecticides, and herbicides; characteristics and care of shrubs, grasses, flowers, and ornamental plants; automated irrigation systems and controllers; principles and practices of sound personnel management and supervision.
- Ability to – manage, plan, schedule, and supervise the work of several crews; read and execute landscape and irrigation plans; prepare statistical and narrative reports; maintain clear and accurate records; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school and an AA or AS degree or equivalent, and five years of responsible experience in skilled nursery, irrigation, and landscape maintenance and construction work, two years of which shall have been in a supervisory capacity comparable in type and level to that of a Landscape Leadworker in Burbank City service.

**License & Certificates:** A valid California Class "C" driver's license or equivalent and a Pest Control Applicator's License are required at time of appointment; a Pest Control Advisor's License will also be required to be obtained within the first 12 months of employment.

#### **SUPPLEMENTAL INFORMATION**

None.